



## CITY OF COLLEGE PARK NEW NEIGHBORS HOMEOWNERSHIP GRANT PROGRAM

### PROGRAM SUMMARY

The City of College Park New Neighbors Homeownership Grant Program is designed to increase the number of owner-occupied homes in the community. On a first-come, first-served basis, eligible buyers or buyers of eligible homes may receive a grant of either \$5,000 or \$10,000 in down payment or closing cost assistance depending on the eligibility criteria described below. Funds are provided at settlement and grant funds may be combined with other federal, state, and local homeownership assistance programs. Applicants must agree to live in the property as their primary residence for a minimum of 5 years.

### ELIGIBILITY

An eligible buyer may purchase ANY single-family home, townhouse or condominium in the City of College Park and receive a **\$5,000** grant. An eligible buyer is someone who meets ONE of the following qualifications:

- Is a current resident of the City.
- Works full-time for an employer located in the City.
- Is a full-time police officer with Prince George's County, M-NCPPC, WMATA, the State of Maryland, the University of Maryland College Park or another police department with jurisdiction in the City.
- Is a full-time career firefighter or emergency medical technician.
- Is a bonafide member of a County Volunteer Fire Department who can provide certification from their Department.
- Is a full-time graduate student at the University of Maryland College Park.

ANY buyer (including eligible buyers as described above) may purchase one of the following eligible properties and receive a **\$10,000** grant:

- A property that has been a non-owner-occupied rental property for at least the previous two years.
- A property that has been an owner-occupied property rented to more than two (2) other persons for at least the previous two years.
- A property that has been newly constructed, is in foreclosure or is a short sale.
- A property that is located in a neighborhood that has fifty percent (50%) or more rental properties as determined by the City.

### PROGRAM OBLIGATIONS AND REQUIREMENTS

1. Grant funds can only be used toward purchase of the property. The funds will be paid at the time of settlement.
2. Applicants must agree to live in the property for a minimum of 5 years. If the property is sold anytime during the first 5 years, the pro-rated portion of the balance of the grant shall be immediately due and payable to the City. If at any time during the five year period the property ceases to be owner-occupied, the entire original grant amount shall become due.
3. Applicants must sign a Declaration of Covenants and Conditional Repayment Agreement at settlement. Upon disbursement of grant funds, a lien will be placed on the property for a period of 5 years.

4. Recipients of a College Park homeownership grant will be required to complete an annual certification form provided by the City stating they are in compliance with the terms of the grant.
5. Five years after the date of purchase, the owner(s) will be under no obligation to repay grant funds and the lien will be removed by the City.
6. The College Park homeownership grant may be taxable income, and the applicant is encouraged to consult with a financial advisor or the IRS to determine the status of these funds.
7. Applicants must maintain appropriate homeowner's insurance on the property at all times and provide an insurance certificate, naming the City as an additional insured at the time of settlement.

## APPLICATION PROCESS

1. Complete and submit the attached application forms and all required documentation to the City of College Park Planning Department at least two weeks prior to your scheduled settlement date.
2. If you are approved for a College Park homeownership grant, you should check with your mortgage company to see how the grant will be treated in the qualification process.

## DEFINITIONS

1. Condominium: A unit of real property which is the air space which an apartment occupies. The owner of the condominium also owns a common tenancy with owners of other units in the common area, which includes all the driveways, parking, elevators, outside hallways, recreation and landscaped areas, which are managed by a homeowners' or tenants association.
2. Owner-Occupied Property: An owner-occupied property is a property which is the owner's permanent, year-round residence and which may be occupied by the owner's family and no more than two other individuals who lease space from the owner.
3. Foreclosure: The process by which a bank takes back property because the money owed for the property has not been paid.
4. Short Sale: The process by which a lender agrees to release the lien that is secured to the property upon receipt of less money than is actually owed. A short sale may occur when the current owner is unable to meet the mortgage payments. By forgiving the balance of the debt, the lender may avoid the expenses and efforts involved in foreclosure.
5. Single-Family Property: A building containing only one dwelling unit, which may be detached or attached, that is used as a complete and independent living facility for one family, which includes permanent provisions for living, sleeping, eating, cooking and sanitation.
6. Rental Property: A non-owner occupied property which has been rented to a person or persons for a period of two or more years, or an owner-occupied property which has been rented by three or more individuals for a period of two or more years.

For more information:

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## CITY OF COLLEGE PARK NEW NEIGHBORS HOMEOWNERSHIP GRANT PROGRAM APPLICATION

### I. APPLICANT INFORMATION

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

\_\_\_\_\_

Names of others to appear on the deed: \_\_\_\_\_

\_\_\_\_\_

### II. PROPERTY INFORMATION

Address of property being purchased: \_\_\_\_\_

I am purchasing a property that has been non-owner-occupied rental property for at least the previous two (2) years.

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Rental Documentation Attached

I am purchasing a property that has been an owner-occupied property rented to more than two (2) other persons for at least the previous two years.

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Provide Documentation

I am purchasing a property that has been newly constructed, is in foreclosure or is a short sale.

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Provide Documentation

I am purchasing a property that is located in a neighborhood that has fifty percent (50%) or more rental properties as determined by the City.

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Neighborhood



### III. REQUIRED DOCUMENTATION

The following documents are required to be submitted with your grant application:

1. Copy of the mortgage application
2. Copy of the mortgage commitment letter.
3. Document stating the name, address and phone number of the person conducting the settlement and the settlement date.
4. A certificate of insurance naming the City of College Park as an additional insured on your homeowner's policy (may be provided at settlement).
5. If applicable, documentation that the property being purchased has been a rental property for at least the previous two years. Acceptable documentation includes copies of city rental licenses, rental receipts, copies of leases, signed affidavits from tenants, adjoining property owners, etc.
6. If applicable, documentation that the property being purchased is in foreclosure or is a short sale.
7. If applicable, a copy of the Employer Verification Form.

I hereby certify under penalty of perjury that the documents I have provided are true and correct and that the property being purchased will be used as my primary residence.  
(All persons on deed must sign).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CITY OF COLLEGE PARK NEW NEIGHBORS HOMEOWNERSHIP GRANT PROGRAM

### EMPLOYER VERIFICATION

Employee's Name \_\_\_\_\_

Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_

I hereby verify that the above-named employee meets one of the employer-eligibility requirements for the City of College Park New Neighbors Program listed below. Please check one.

\_\_\_\_\_ a. Current resident of the City.

\_\_\_\_\_ b. Works full-time for an employer located in the City.

\_\_\_\_\_ c. Is a full time, police officer with Prince George's County, M-NCPPC, WMATA, the State of Maryland, the University of Maryland College Park or another police department with jurisdiction in the City.

\_\_\_\_\_ d. Is a full-time career firefighter or emergency medical technician.

\_\_\_\_\_ e. Is a bonafide member of a County Volunteer Fire Department who can provide certification from their Department.

\_\_\_\_\_ f. Is a full-time graduate student at the University of Maryland College Park.

\_\_\_\_\_  
Authorized Signature of Employer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Telephone # \_\_\_\_\_

Email: \_\_\_\_\_